

01000 - GENERAL REQUIREMENTS

DESIGN

- A. All interior spaces and associated hardware and exterior construction shall comply with the Americans with Disabilities Act (ADA) requirements.
- B. Plans shall provide the following information:
 - 1. Soil boring logs and locations.
 - 2. Building square footage.
 - 3. Site area (acres).
 - 4. U-values for walls, roof/ceiling, door and window.
 - 5. Design roof and floor loads, soil bearing value and structural material strengths.
 - 6. Door, windows and finish schedules; lighting fixture and equipment schedules.
 - 7. Building address.
 - 8. Fairfax County project number, contract number, and signature block.
 - 9. Site Plans for all disciplines shall be at a common scale, and shall be oriented the same way on all plan sheets.
- C. Specifications shall follow CSI format and be specific regarding codes intended to be met. Sections of specifications that are performance specifications must be clearly identified as such.
- D. Maintenance manuals must be required to include a complete paint schedule for the entire building. Also include specific information for plastic laminate manufacturer and colors, floor tile colors, stains and varnishes, ceiling tile, ceramic tile and all hardware model numbers. Include brand names and specifics needed for ordering from manufacturer. These requirements are to be coordinated with County boilerplate requirement for as-built and maintenance manuals, and Contractor must provide as-built information to meet these requirements.
- E. Requirements of these Guidelines for Architects must be coordinated with the County's Fire Station Design Manual for applicable projects; and any conflicts brought to the attention of the project manager for resolution. Requirements of the Fire Station Design Manual must be adhered to in the design of all fire stations.
- F. The Architect is responsible for submitting and tracking project plans through the County plan review process (Department of Public Works and Environmental Services (DPWES) site plan and building plan reviews) in a timely and diligent manner, and for making all required corrections, inserts, re-submissions, etc. Designers shall follow the DPWES site plan review checklist in the preparation of site plans.

- G. The Architect must carefully review the County General Conditions and front end specification sections 01200-01700; and coordinate all design specifications with these County requirements. Any conflicts or proposed modifications impacting standard County sections must be brought to the project manager's attention for a decision.
- H. All applicable requirements of the Fairfax County Special Inspections Manual (FCSIM) must be reflected in the project specifications. The structural engineer must comply with all requirements of the Special Inspections Program including stamping shop drawings as reviewed or approved, as required.
- I. Space standards for County employees identified in the attached Fairfax County Office Space Standards are to be adhered to.
(See Attachment 01000-A)
- J. Nothing in the Fairfax County Guidelines for Architects and Engineers is to be construed as waiving or granting exceptions to any element of state or local building codes or the Fairfax County Zoning Ordinance as applicable to the specific project. Any conflicts between these guidelines and the governing local, state, or federal codes should be brought to the immediate attention of the Fairfax County DPWES.
- K. For buildings that are classified as critical structures, Fairfax County will hire a testing agency to perform all critical structure required inspections at the buildings. If the building is not classified as a critical structure, the Contractor shall have all required inspections performed at the building.
- L. All civil, architectural, structural, electrical, mechanical, and plumbing floor plans (including reflected ceiling plans), as a minimum, shall be designed using a computer aided design (CAD) system. CAD designs will be turned over to the Owner on compact disk (CD) at the completion of the design. The architect shall use AutoCAD, Release 14 or later. Quality control of plans shall include overlaying CAD floor plans to check for conflicts. AutoCAD layering convention shall conform to AIA and Auto Desk standards. All specifications and addenda shall also be included on the CD in Microsoft Word format.
- M. All bid document drawings (mylars) are to be sealed, signed and dated (on all sheets) by an Architect or Engineer registered in the State of Virginia prior to printing of the bid sets.
- N. All guidelines for the design of trash and recycling rooms, and dumpster/compactor area that are identified in Attachment 01000-B are to be adhered to and reflected in the design documents.
- O. Coordinate with Project Manager prior to start of survey and design to ascertain whether site plan is to be prepared in U.S. or metric units.
- P. All computer software and data files associated with County projects are required to be Year 2000 compliant.

- Q. Use of Architect's Drawings, Specifications, and Other Documents:
The Owner shall retain ownership of the documents and shall have the right to modify the plans for maintenance, modifications, and/or renovations at the project. Such modifications shall be carried out at the Owner's risk.
- R. Specifications shall require that the Contractor provide written, biweekly updates to the Owner/Architect detailing the status of all trade inspections including building, mechanical, electrical, plumbing, Fire Marshal, and Health Department, if applicable. Written updates shall specifically identify all items of work which have been rejected or otherwise not approved by inspectors.
- S. The Architect shall include a Quality Control (QC) sign-off block on the cover sheet for all plan submittals. The QC block shall include the number of QC hours spent by each discipline and be signed off by the responsible person for each discipline.
- T. The Architect shall clearly identify all products included in the specifications that contain post-industrial recycled content material, and all regionally manufactured materials as defined by LEED's Green Building Council criteria.
- U. All site retaining walls and free standing site signs must be identified on the building permit application; otherwise, a separate building permit is required.
- V. The Architect shall obtain a copy of the "Code Reference Package for Architects, Engineers, Designers and Installers" from the Fire Prevention Division of The Fairfax County Fire and Rescue Department (FRD), and all requirements of the Code Reference Package shall be reflected in the plans and specifications.

PRODUCTS

- A. Any product(s) that are specified to be proprietary, or limited to less than three acceptable products, for which no equal products or substitutions are acceptable, must be identified to the Owner to be clearly identified in Specification Section E-Special Conditions. Justification for the proprietary or sole source specification must be provided.

Any specified material, equipment or system which will be either a proprietary or sole source item, must be approved in writing by DPWES, prior to advertisement for bids. The Architect shall obtain a written statement from the supplier or manufacturer of any proprietary/sole source item that identifies the bid cost for that item, prior to advertisement of bids.
- B. The Architect is responsible for verifying that the manufacturer and product numbers for all materials and products included in the specifications are current at the time of bid. This shall include verification of all material and product designations included in these Guidelines.